

Dual Credit Instructor Handbook

2024-2025

North Dakota State College of Science increases the educational opportunities for highly motivated high school students who wish to earn college credit while in high school. These courses are deemed equivalent in rigor and content to NDSCS courses. This program allows students to accelerate their academic studies without sacrificing their high school experience.

Benefits

High school instructors benefit from the experience of teaching a college-level course, setting rigorous standards for students, and helping to prepare students for future higher education courses. Each participating instructor has a lead NDSCS faculty member in their content area who assists in curriculum development, assessment standards, teaching methodology, and providing valuable supplemental materials.

All NDSCS faculty must meet credential requirements outlined by the Higher Learning Commission and specific to NDSCS academic departments.

1. Potential new instructors must fill out the Instructor Inquiry form on the Dual Credit website. You are required to provide an updated cover letter, resume and unofficial college transcripts.
2. Documents are reviewed by the appropriate Dean, Assistant Dean, and Department faculty to determine eligibility.
3. Upon approval, the instructor must apply for the instructor position through Human Resources, pass a background check, and provide official college transcripts. Then you will be considered an NDSCS part-time faculty member and are assigned a faculty lead in their discipline.
4. **This partnership will include:**
 - a. Development and approval of a syllabus for the course taught at the high school that utilizes the NDSCS syllabus template. Course learning outcomes should be the same as the course taught on campus. This must be updated each semester/year it is taught. A copy must be sent to the Dual Credit department via DocuSign when submitting your signed contract. Current NDSCS syllabus template found [here](#).

b. Assessment of **Institutional Learning Outcomes** (ILOs) and student learning outcomes appropriate for the course being taught:

ILO's are:

1. **Communication:** Students will demonstrate effective communication skills.
2. **Information Technology:** Students will be able to utilize information using existing technologies.
3. **Social & Cultural Awareness:** Students will gain knowledge of diverse cultures and value systems.
4. **Wellness:** Students will gain skills in mental and physical wellness and leisure activities.
5. **Problem-Solving/Critical Thinking:** Students will be able to use reasoning skills to analyze and solve applied problems.

c. Approval of textbooks and/or other resources to be used at the high school

d. Course philosophy and curriculum overview

e. Important due dates

5. All instructors are required to attend any specific training set up by NDSCS. The annual In-Service Day is held in August for all dual credit faculty.

Student Learning Outcomes are:

Action-orientated statements of intended learning and development that are expressed from the student's perspective and describe what the student will know, believe or be able to do because of the learning experience. Learning outcomes are linked to course and/or program goals. Well written learning outcomes are clear, specific, and measurable (AIR, 2014).

They can be defined as:

- The class or course level
 - What students will know, believe or be able to do after completing Accounting 101 at the college, no matter which faculty member taught the class.
- The program level
 - What students will know, believe, or be able to do after completing the Accounting Technology degree program
- The institution level (formerly General Education Outcome)

- What all graduates will know, believe, or be able to do after completing any program of study at the college
- A set of educational experiences that forms a core of common knowledge, skills, and attitudes fundamental to all curriculums of substantial length (24 credits or more).

New Course Approval

The administration at a high school may request a dual credit course to be established on the high school campus.

- The first step is to determine if there is an instructor at the high school who meets the NDSCS Faculty Qualifications. Submit the [Instructor Inquiry form](#) found on the NDSCS Dual Credit website. ***The instructor will need to include an updated resume and any unofficial transcripts from college with this form.*
- After the instructor and the course are approved, only the approved instructor can teach the class. If the instructor of record requires a substitute for a week or more, the substitute instructor will need to be approved or the course will no longer be approved.

NDSCS Dual Credit Instructor Responsibilities:

- Read the NDSCS Dual Credit Instructor Handbook
- Maintain regular contact with the NDSCS faculty lead and the Dual Credit department.
- Visit the [Dual Credit website](#).
- Provide the following to the Dual Credit department at the start of the semester:
 - Dual Credit Instructor Agreement, Course syllabus, and how students will meet the Institutional Learning Outcomes (ILOs)
 - Participate in the ILO Assessment survey as requested. This will be collected via Qualtrics survey that will be sent to the instructors primary email address listed in Campus Connection.
 - Provide academic assessment data requested by NDSCS academic unit responsible for the dual credit course, typically at the end of the course.
 - Textbook title/ISBN and information about other teaching materials

- Participate in the annual professional development in-service day at the start of the academic school year, and any additional professional development coordinated by the Dual Credit department.
- Remind students of [course dates and deadlines](#) (adding/dropping dual credit).
- Assist students with the [FERPA form](#). This form allows you to speak to their guardians or care givers about their progress and grades in the course.
- Assist students with the application to NDSCS, and registration for dual credit courses. Direct students to the Dual Credit department for further assistance. Instructions can be found on the Dual Credit website under [Helpful Information](#).
- Review NDSCS class roster via [Campus Connection](#) and notify the Dual Credit Manager of any discrepancies. At 20 days into the semester, instructors must verify the class roster by printing, signing, and dating it prior to emailing it to the Dual Credit Manager.

**If there are discrepancies on the class roster, and a student needs to be added (include their first and last name) on the roster, or if a student should be removed you can cross them off the verified roster. The Dual Credit department will then make these adjustments and notify the student accordingly.
- Post final course grades in Campus Connection - set as “approved” before the end-of-semester due date. Instructions found on the Dual Credit website [here](#).
- Keep contact your information in [Campus Connection](#) current. Notify payroll of any address change or change in direct deposit.
- Submit any renewed state or professional licenses or credentials.

Suspension of Approval

Failure to fulfill dual credit faculty responsibilities may result in a suspension of approval. In instances where there is substantial or consistent deficiency in the instructor fulfilling responsibilities, an improvement plan will be developed, including specific outcome requirements. If the improvement plan outcomes are not met, or the college/instructor relationship fails, which can for a variety of reasons, the college will not renew the instructor’s approval for the next academic year.

Failure to post final course grades by the established deadline may result in suspension from the program for one year.

Student Instructors

Student teachers are not approved to teach an NDSCS course taught at the high school. If a student teacher is given permission by the high school to teach the said course, the course will not be made available to students to earn college credit.

Payroll

NDSCS will directly pay the instructor teaching a college course within the high school for instructional services rendered to the college in accordance with the NDSCS adjunct faculty employment/payment procedures for classes.

- When a course is taught by an approved high school instructor, as part of the high school teaching load, the instructor is remunerated a stipend of \$30 per student who completes the course. The Director of Dual Credit will access the class roster at the end of the semester and compensate the instructor accordingly. This payment will be made after final grades are posted, and end of term processes are completed. See [Dates/Deadlines](#) on Dual Credit Instructor webpage.

Required Professional Development

Collegial communication and interaction with your faculty lead throughout the year is strongly encouraged. Instructors need to connect regularly with the faculty lead to discuss curriculum, content, assessment, or other topics.

Additionally, dual credit instructors will be required to participate in professional development activities. It may be face-to-face, delivered electronically, online, or a combination of all the above. Attendance and/or participation is required. If you develop a pattern of non-attendance over a two-year period, an improvement plan will be put in place. If the improvement plan requirements are not met, NDSCS may revoke your ability to teach an NDSCS course. The Director of Dual Credit and appropriate Academic Dean will make this determination and communicate as necessary with the appropriate high school administration.

Family Education Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) sets forth guidelines for ensuring student progress and other sensitive issues are held confidential by the institution. FERPA applies to each educational agency or institution that receives funds under any program

administered by the Secretary of the Department of Education. All North Dakota State College of Science classes are subject to FERPA regulations regardless of location.

FERPA is complex, but a good rule of thumb is to hold in confidence all issues of student progress. For example, an instructor should not reveal a student's grade or progress on an item, or for the class, to other students.

Parents, guardians, and potential employers often want to know a student's progress, grades, attendance, etc. Unless the student has given written permission to share such information, it is a violation of the student's rights to share this information.

If an instructor posts grades anywhere besides Campus Connection, the following items **cannot** be used to identify students:

- The student's name or nickname; the name(s) of family members.
- The student's social security number.
- The student's EMPL ID/Student ID number.
- The address of the student or the student's family.
- A list of personal characteristics or other information that would make the student's identity easily traceable.

A randomly assigned identification number that is used throughout the semester, but which will not remain with the student beyond that class, can be used.

Questions about FERPA should be addressed to the Enrollment Services office or the Director of Dual Credit.

Please encourage students to review FERPA information and fill out the FERPA release form if they want their parent/guardian to be able to speak to NDSCS staff about the students record. FERPA Release Instructions for students found [here](#).

Attendance/Missing/Late Work

Dual Credit instructors in high schools should follow their own high school policies.

Campus Connection and Grading

Verification of Rosters

Instructors are responsible for ensuring the students who wish to receive college credit are listed on their NDSCS Campus Connection class roster. The instructor will work with any student not on the roster and the Dual Credit department to finalize registration, so they receive college credit. The instructor will notify the Dual Credit department of any students who need to be removed from the roster prior to the course starting. At the 20th day of class, the instructor will receive an email from the Dual Credit Manager to verify the roster, print, sign, and return it to the Dual Credit Manager. It is at this time that you will make any notations on the verified roster before sending it back.

Posting of Grades

A student's course work is graded based on a scale of A, B, C, D, and F. All final grades are recorded electronically, at the completion of each course, on Campus Connection by the instructor of the course. View the **Dual Credit Instructor Dates and Deadlines** [here](#).

Incomplete Grades

The grade of "Incomplete" must be removed no later than the end of the mid-term examination week in the next college term, excluding the summer session. If the "Incomplete grade is not removed by this time, it shall automatically be changed to "F".

The grade of "Incomplete" is given at the instructor's discretion and is dependent on missing work and attendance. Find the policy [here](#).

- When ready to change an "incomplete" to the earned grade you will need to email the Director of Dual Credit and request for the "Grade Change Form." This will then get routed to the appropriate Academic Dean for review prior to sending it to the Registrar for the update in Campus Connection.

Faculty Evaluations

Dual Credit Instructor evaluations include the following components:

- Course evaluation by Students
- Participate in Institutional Learning Outcomes (ILO) Qualtrics Survey when requested
 - You will receive an email asking for your help with this assessment.

- The email will include instructions, the rubric, and a Qualtrics link for completing the survey.

- Syllabi and Course Review

Student Evaluation

All students will have the opportunity to anonymously complete a Student Course Feedback form for each lab/lecture course and instructor. The email invitations will come directly from our Qualtrics account **to their preferred email in Campus Connection**.

Please inform your students that this will be coming at the end of the semester to help ensure we get a good response rate.

- The email will appear to come from “Instructional Affairs” (the actual email will be: courseevaluations@gemailserver.com)
- The subject line will begin with: NDSCS Course Evaluation - Feedback Requested
- Instructors may choose to use (and are encouraged to) class time to enhance response rates.

ILO Qualtrics Survey

Participate in Institutional Learning Outcome (ILO) assessment when requested.

- You will receive an email asking for your help with this assessment.
- The email will include instructions, the rubric, and a Qualtrics link for completing the survey.

Syllabi and Course Review

The Dual Credit Manager will email each dual credit instructor via DocuSign to fill out information regarding their course syllabi and course. Once this is completed it will get routed to the NDSCS Faculty Lead in your content area to review. If they have any follow-up questions if either the syllabus and/or course do not meet NDSCS requirements they will email the dual credit instructor directly.

Syllabus

The college has adopted a common format syllabus to ensure that students receive the same important information at the beginning of each semester, regardless of the instructor for each class. Every instructor will prepare and distribute a syllabus, in this common format, for the course. An electronic copy of that syllabus must be submitted to NDSCS Dual Credit department by the stated deadline and will be stored on the NDSCS server.

Academic Resources

Tutoring

Tutoring services are available at Wahpeton and Fargo locations. Tutoring will be offered as “drop-in” (meaning no appointment needed) or scheduled (need appointment). In addition to the tutoring provided by NDSCS, students can also access Brainfuse Online Tutoring through their NDSCS Online account for additional tutoring opportunities.

Students can book an online tutoring appointment [here](#).

Library Services

The NDSCS Mildred Johnson Library is a vital resource of both electronic and print information. The subscription services available to NDSCS all students and faculty, including students enrolled in dual credit and Dual Credit Instructors.

- NDSCS Student ID Card/Library Card –The NDSCS student ID card, which is available to all NDSCS students, also serves as the library card. NDSCS student ID card can be obtained from the Customer Service Desk adjacent to the NDSCS Bookstore in the [Hektner Student Center](#).
- Off-Campus Access to [Online Resources](#) – Dual Credit Instructors and/or Students will be prompted for their NDUS User ID (same as their Campus Connection credentials) or their EMPLID (student ID number).

Placement & Prerequisites

NDSCS uses placement testing to ensure all students begin their college education by taking the right level of courses. If high school students do not have adequate placement scores within the first week of class, then they will not be eligible to enroll.

Reminder of the updated cutoff scores for MATH and ENGL placement as of Spring 2023

Math Placement	ACT MATH 21-23 → MATH 103, 105, 107, or 210
	Accuplacer Math = 255 or higher → MATH 103, 105, 107 or 210
English Placement	ACT English 18 or higher → ENGL 110 ACT English + ACT Reading = 35 or higher → ENGL 110
	Accuplacer English/Writing = 256 or higher → ENGL 110

Accuplacer Testing

To schedule Accuplacer testing at either site the student can call or email to schedule a day/time to do testing at either location.

Wahpeton	Fargo
701-671-2256	701-231-6919
ndscs.testcenter@ndscs.edu	ndscs.fargotest@ndscs.edu
Old Main 230 Wahpeton, ND	1305 19 th Ave North Fargo, ND

*There are certain high schools that have a trained proctor, typically a Counselor or Career Coach, at the high school, and students test at the high school. If you are not sure if there is a proctor at your school, you can email the Dual Credit department at:
NDSCS.DualCredit@ndscs.edu.

Mass testing at a high school– request by emailing Director of Dual Credit at:
melissa.dehaan@ndscs.edu

Accessibility Services (Accommodations for Students with a Disability)

In compliance with the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973, NDSCS will:

- Provide equal access and opportunity to all academic programs and campus activities for students with disabilities.
- Provide appropriate and reasonable accommodations for qualified students with disabilities, at no cost to the student.
- Promote the philosophy of equal access and opportunity with North Dakota State College of Science administrators, faculty, staff, and students.
- Encourage self-advocacy for students with disabilities to increase their independence and level of self-sufficiency.

Differences in Disability Accommodations at the High School and College Levels

<i>High School</i>	<i>College (including Dual Credit)</i>
Focus is on student success.	Focus is on student access.
Fundamental modifications of programs and curriculum are required.	No fundamental modifications are required – only reasonable adjustments/supports.
Education is a right and must be provided in an appropriate environment to all.	Education is not a right. Students must meet certain admission criteria.
Allow for academic modifications – changes in what a student is expected to learn and how they demonstrate their knowledge.	Do not allow for academic modifications – accommodations cannot change the rigor or the essential learning objectives of the course.

Accommodations for College Courses

Not all accommodations or modifications that are utilized in high school are appropriate at the college level. In general, accommodations CANNOT modify or reduce the rigor of the assignment or test and CANNOT change the essential learning objectives of the course. Accommodations are always considered on a case by case basis.

<i>Common accommodations at the college level:</i>	<i>Modifications that are typically not approved at the college level:</i>
<ul style="list-style-type: none"> • Extended time on tests – extended time on tests typically starts at time and ½. Meaning, if you have a 50 minute class, and qualify for extended time, you will have 75 minutes to complete your exam. • Quiet environment for testing • Audio testing –The test is on the computer and read by audio reading software. The student wears headphones to test. • Audio textbooks – Audio textbooks are ordered by the Accessibility Coordinator. If qualified, students need to request audio books as soon as possible. The delivery of books can take up to 6 weeks (not all books are available). • Class Notes – May be a traditional note taker, instructor notes, or the use of equipment. • Preferential seating – Seating in the classroom based on the student's preference. • Scribe Services – A scribe is someone who will write out the information for a student. This would be useful in long answer/essay tests where a student will speak their answer and the scribe will write it for them. 	<ul style="list-style-type: none"> • Word banks on tests • Extended time to complete assignments • Modified tests (reduced multiple choice options) • Shortened/reduced assignments • Open note/open book tests

Syllabus Statement

Instructors should include the following statement in their syllabus. Additionally, the statement should be read aloud by the instructor during the first week of class. This approach demonstrates to students that instructors are sensitive to and concerned about meeting the needs of ALL students they teach. This also gives students the opportunity to make their accommodation needs known. If a student approaches you about their disability, please encourage them to contact the Accessibility Coordinator at NDSCS as soon as possible.

ADA Statement

NDSCS is committed to creating a learning environment that meets the needs of its diverse student body. If you anticipate or experience any barriers to learning in this course, please discuss your concerns with the instructor. If you have a disability and require accommodation, contact the Accessibility Coordinator at NDSCS.Accessibility@ndscs.edu or 701-671-2623 as soon as possible. The Accessibility Coordinator will send instructors notice of approved accommodations. If you have already been approved for accommodations, you are encouraged to talk with your instructor to discuss arrangements to implement your accommodations.

Process to Request Accommodations:

1. If a high school student requests accommodation(s) in a dual credit course, the student should complete the application for accommodations and return with supporting documentation (IEP, 504 plan, etc.).
 - a. The application can be completed on-line at: <https://www.ndscs.edu/current-students/student-success/student-accessibility-resources/new-students> or submitted via email to: ndscs.accessibility@ndscs.edu
 - b. High school counselors, dual credit instructors, and/or special education case managers are encouraged to assist the student in completing the application and submitting documentation.
2. The Accessibility Coordinator will determine if the requested accommodations are appropriate for college level courses. See section titled “high school vs college” for more information on college level accommodations.
3. Upon approval, a formal letter stating approved accommodations will be sent to the student as well as to the instructor’s NDSCS email.
4. If the student or instructor have questions regarding approved accommodations, they should contact the Accessibility Coordinator.

Contact Information:

Dana Kasowski, Student Accessibility Coordinator
North Dakota State College of Science
Old Main, 230A
p: 701-671-2623 (call or text)
f: 701-671-2440
e: dana.k.kasowski@ndscs.edu

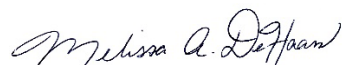
Dual Credit Certificates

As of Fall 2023, NDSCS started offering two different [dual credit certificates](#) that students could pursue while in high school. If there is a student that is interested in pursuing a certificate or an associate's degree while in high school they should fill out the [intent form](#) to start the planning process with the [Director of Dual Credit](#) along with their high school counselor.

Dual Credit Instructor Support

As a dual credit instructor with NDSCS if there are any questions, concerns, or suggestions you would like to share, please do not hesitate to reach out. We are happy to support you, and your students in any way that we can.

Sincerely,



Melissa DeHaan
Director of Dual Credit
melissa.dehaan@ndscs.edu
701-231-6908